



## Manager of Retirement Payments

*Tennessee Department of Treasury*

To apply, submit your resume to: [Treasury.Resumes@tn.gov](mailto:Treasury.Resumes@tn.gov)

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$82 billion in assets through its various investment programs. We administer the State's Retirement Program, RetireReadyTN, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

### Job Overview:

The position is responsible for overseeing the process of retired payroll including refund, overpayments, and insurance payments. This team member oversees the Retired Payroll team members and works with various Treasury areas to coordinate the monthly and weekly payrolls. This position is responsible for reconciliation and compliance with tax requirements related to payments. Additionally, this position assists in recommending updates to the retirement processing system.

### Key Responsibilities:

- Participate with senior leadership in business planning and development of both long-range and short-term goals.
- Manage operations of the monthly and supplemental retirement payroll, utilizing the Concord system (statewide retirement system).
- Ensure compliance with tax requirements for refunds and retirement payments.
- Verify payroll reconciliation reports and insurance deductions.
- Evaluate job performance of staff, record monthly metrics, and participate in the hiring process for vacant positions.
- Participate in the improvement and development of systems.
- Answer inquiries of unusual nature.
- Assist with other duties, as assigned, by the Manager of Financial Services.

### Knowledge and Skills

- Graduation from four-year college or university with a degree in business administration related field
- Strong analytical skills and excellent communication skills are required

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### **Preferred Qualifications:**

- A Certified Public Accountant (CPA) designation
- Supervisory Experience
- Master's or other advanced degree
- Thorough knowledge of retirement laws and procedures is preferred

### **Preferred Competencies:**

- Strategic Agility
- Developing Direct Reports and Others
- Attention to detail
- Organizing
- Process Management
- Critical Thinking
- Decision Quality

*The State of Tennessee is an Equal Opportunity Employer.*

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